

**1 Code of Conduct at BMNS SERVICES PRIVATE LIMITED**

- The aim of BMNS is to conduct all business activities in an ethically impeccable manner and thus to take on responsibility and accountability as a credible and reliable organization.
- In this BMNS 'Code of Conduct', the standards and expectations of our daily behavior have been clearly and transparently stated. This is a voluntary adoption that goes beyond the legal requirements.
- All managers and employees are committed to these principles. The directors and managers, in particular, have a special responsibility as role models.

2 Principles and Core Values

Principles	Core Values
Trust	Efficiency
Impartiality	Quality
Honesty	Health, Safety and Reduced Risk
Transparency	Integrity
Accountability	Sustainability and continuous improvements

3 Summary

- We do not tolerate discrimination or harassment.
- We treat our colleagues with respect.
- We protect the environment and handle resources with care.
- We act fairly.
- We follow the work safety regulation for our own protection and for the protection of others.
- We handle information with care.
- We handle assets responsibly with care.
- We value long-term and sustainable business relationships.
- We tolerate neither corruption nor bribery.
- We seek and report possible improvements.
- We act in accordance with legal regulations and standards.
- We don't have conflict of interest or we declare otherwise

4 Details**4.1 We do not tolerate discrimination or harassment**

- Discrimination of persons is rejected in any form, neither on the basis of their descent, religion,



sexual orientation, nationality, origin, political or trade union activity, nor on the basis of their age, gender or disability.

- We respect internationally recognized human rights and fundamental freedoms. We outlaw child labour and forced labour. We protect our employees from psychological, sexual, verbal, or physical harassment.

4.2 We treat our colleagues with respect

- Our cooperation is characterized by mutual appreciation. We act in partnership and ensure a positive working atmosphere.
- The management acknowledges its responsibility towards all employees and ensures that they are supported and further developed.

4.3 We protect the environment and handle resources with care

- We are committed to environmentally conscious behavior.
- We comply with the applicable environmental protection regulations and are committed to continuous improvement of environmental protection in connection with our activities.
- We promote the sense of responsibility and active action of all employees for environmental and health protection.
- We use energy, water, materials and space sparingly and in an environmentally friendly manner.
- We prefer to procure the most environmentally friendly products in terms of production, use and disposal.
- We include environmental protection in our research and development work.
- We ensure that waste is avoided and that unavoidable waste is recycled or disposed of in an environmentally compatible manner.

4.4 We act in a fair and friendly manner

- We make sure that we always treat both our customers and our own colleagues in a friendly, courteous and fair manner.
- Company reports and documents must be prepared correctly and truthfully in all material respects. Payment and social benefits are based on applicable laws and regulations.
- BMNS respects the employees' right to freedom of association, freedom of assembly and freedom of opinion.

4.5 We follow work safety regulation for our own protection and for the protection of others

- Together we ensure a safe working environment and the safety of our products. We avert dangers to people and support the health of our staff through good working conditions. This also includes adherence to permissible working hours.
- Occupational safety is part of the personal responsibility of each employee. Hazards are to be avoided by anticipatory, safety-conscious behavior.
- Deficiencies in occupational safety must be reported immediately to the responsible manager.

4.6 We handle information with care

- All internal information is treated confidentially. This also applies to information from business partners. Exceptions are information that is published.



- We comply with the general data local protection regulations and the staff is trained accordingly.
- We do not use the knowledge resulting from our internal processes for private purposes.
- BMNS respects and protects the confidential information provided by employees, customers and third parties in the course of business and takes appropriate measures to prevent accidental disclosure.
- No employee should seek access to confidential information, unless for a legitimate business purpose.
- Communications to shareholders, media and the public regarding BMNS, its business and its financial performance, must only be made by authorized persons.
- No employee shall speak on behalf of BMNS, discuss or disclose any information regarding BMNS or its customers to the media, financial analysts or current or potential investors, or issue any public statement on behalf of BMNS unless authorized to do so.
- Personal opinions with regards to religion, politics or any sensitive topics, cannot be expressed on BMNS letterhead, e-mail or in any other context where such opinions or materials could appear to be attributable to BMNS.
- When participating in online discussion forums and social media, employees must comply with the Code.

4.7 We handle assets responsibly with care

- Company property, work equipment provided by the company for operational purposes are used only for operational/official purposes and are handled with care.
- Company property shall never be sold, loaned or used for non-business purposes without express permission, regardless of its condition or value.
- Within the scope of their work, all employees are obliged to protect assets of BMNS and to act honestly, correctly and with integrity when dealing with them.

4.8 We value long-term and sustainable business relationships

- A long-term and sustainable business relationship takes precedence over short-term economic interests.

4.9 We tolerate neither corruption nor bribery

- BMNS does not tolerate corruption or other unfair business practices on the part of employees or third parties commissioned by us. We do not offer, demand or accept material or immaterial benefits that could impair our ability to make objective and fair business decisions, either directly or indirectly via third parties.
- Invitations in connection with our activities for BMNS may be accepted or issued within the framework of internal regulations if they are appropriate and not in expectation of an inadmissible consideration or other preferential treatment. The same applies to the acceptance or granting of gifts and other benefits or advantages of any kind.
- We comply with the relevant provisions of competition law and do not enter into any agreements and arrangements that influence prices and conditions or otherwise restrict fair competition in an impermissible manner.

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4.10 We seek and report possible improvements

- Everyone is required to seek possible improvements in both economic and every area of the BMNS Code of Conduct and to report these to the managers or the quality management team.

4.11 We act in accordance with legal regulations and standards

- This applies both in India and in the countries where BMNS is active.

4.12 We don't have conflict of interest or we declare otherwise

- A close relative of an employee is defined as a child, parents, grandchild, grandparents, siblings, brother or sister-in-law, son or daughter-in-law, uncle, aunt, niece, nephew and any person living with the employee.
- Employees must immediately declare in writing all such potential conflicts of interest to their managers and abstain from the decision-making process for as long they are affected by a potential conflict of interest.
- Employees are prohibited from any involvement in the provision of services to an existing or prospective customer in which they or a close relative of theirs has a significant shareholding or other financial interests, or occupies a procurement, management or director position.
- Employees are prohibited from participating in the procurement process to select a supplier or business partner in which they or a close relative of theirs occupies a sales, management or director position.
- Hiring a close relative of an employee requires prior approval from the top management. Employees are prohibited from participating in, supervising or having any influence on the hiring process of a close relative, as well as from supervising, managing or having any influence on the terms of employment, such as promotion or compensation of a close relative.
- Serving on the board of directors of a company outside BMNS, professional or trade association or any other entity requires prior written approval from the top management.
- Assuming political office at any level requires prior approval from the top management.
- Taking a second job or employment outside BMNS, including self-employment and having a side business are to be reported, it may be approved by the top management. However, working for a BMNS customer for whom the employee has performed services in the course of their BMNS employment, working for a supplier or business partner, working for a competitor, competing with BMNS and offering or participating in any form of professional or consultancy services to a BMNS customer or prospective customer, are strictly prohibited.
- Making a personal investment in a BMNS customer, supplier, business partner or competitor unless by way of acquiring publicly traded shares on a stock exchange is prohibited.
- Any form of gift, entertainment or hospitality that could be damaging to the reputation of BMNS or improperly influences or creates the appearance of an improper influence on business decisions must be avoided.
- Employees are prohibited from accepting any type of gift, cash, tip or loan from existing or prospective customers, suppliers and business partners. The only exceptions are promotional branded items of nominal value such as calendars, pens and notepads, as well as perishable items such as food and drinks. Employees needs to declare such items received from prospective customers, suppliers and business partners to maintain transparency.

5 Implementation of the BMNS Code of Conduct

- All employees hold themselves to the highest standards of professional behavior and integrity



in all our business operations.

- The code serves as a guide for decision-making to help all employees to navigate complex situations.
- Employees, the custodians of the BMNS brand and reputation are expected to continuously strive to defend the values they represent in the marketplace. The success of BMNS rests on the trust it earns from its customers, employees and other stakeholders.
- Employees are committed to conduct with honesty and transparency in the interactions with each other, customers, contractors and vendors.
- Employees are encouraged to exchange ideas and information, seek advice raise concerns, without fear or retaliation. BMNS management is committed to a culture where issues of integrity and professional ethics can be raised and discussed openly.
- Guidance and support are available to help employees understand the Code and assist them to make the right decisions when faced with ethical dilemmas.
- Employees in management roles are expected to be responsive to anyone who seeks guidance or raises concerns and treat them seriously and in confidence.
- When in doubt about the meaning of the Code or its application to specific circumstances, employees are encouraged to use the Integrity Helpline info@bmnsspl.com. The same email may be used to ask a question, seek guidance, raise a concern or report an integrity violation.
- BMNS protects employees from any form of retaliation or adverse consequences for seeking advice, raising concerns and reporting violations of the Code in good faith.
- Retaliation against an employee for having reported violations of the Code in good faith is strictly prohibited and will result in disciplinary action.
- All employees are obliged to comply with the rules of the BMNS Code of Conduct as when they join the company and sign the employee agreement.
- The third-party individual contractor or vendors acting on behalf of, or representing BMNS, must adhere to all aspects of the Code, including where reference is made to BMNS and its employees.
- It is the personal responsibility of each BMNS employee to read and understand the Code and commit to upholds its principles. Employees are required to participate in periodic training.
- Directors and Managers indeed play a crucial role in not only communicating these guidelines but also ensuring their implementation across the organization, must ensure that all direct reportees have been properly trained, fully understand the content of the training course and are able to comply with and apply the Code.
- All employees are required to report serious legal violations or infringements of this BMNS Code of Conduct to their reporting manager. In case, the respective manager is involved, employees are encouraged to report to seniors, directors, managing director or board of directors (info@bmnsspl.com).
- Any breach of the Code, however small, can harm BMNS' reputation and brand, and therefore is not tolerated. In the event of a violation, appropriate consequences, including measures under labour law, disciplinary action including possible termination of employment or even criminal prosecution and liability law, must be expected.
- Please direct any questions to the reporting manager.

**Document History**

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